



Rental # _____

SPECIAL EVENT PERMIT APPLICATION

For complete text of Enabling Legislation, see Fauquier County Code, Section 16-3)

Complete if event expects 75 or more in attendance during any one day. Completed form and payment must be submitted at least 20 days in advance in its entirety. Incomplete forms will not be accepted.

APPLICANT INFORMATION

Please complete information below. If you already have an account enter your Login ID (if organization, use Login ID of authorized agent of Organization), Name and Phone Number, then skip to the SPECIAL EVENT INFORMATION Section.

Organization/Group/Team/Name _____ Login ID _____

Address _____ Town _____ State _____ Zip _____

Phone (H) _____ (W) _____ (C) _____

Contact Person/Coach (authorized agent) _____

Address _____ Town _____ State _____ Zip _____

Phone (H) _____ (W) _____ (C) _____

E-mail _____ Fax _____

SPECIAL EVENT INFORMATION

Facility _____ Day(s) _____ Date(s) _____

Time(s) _____ (Set-up/take-down must occur during this time)

Attendance expected per day _____ Maximum that may attend per day _____

Describe event and activities _____

Describe all facilities/tents/units/equipment/etc. to be installed/erected/placed on site as part of this application. (Include sizes, types of installation, etc., including whether any require water/electricity/etc., and how that will be supplied.)

Describe any proposed signage, including size, content, location, installation method, etc. _____

Extra security, cleaning, etc. applicant will provide _____

RULES & RESPONSIBILITIES

1. ALCOHOL - Alcoholic beverages are not permitted in, or on any Departmental facility or grounds.
2. PETS - Dogs and cats will remain on a leash six feet or shorter, at all times. Pet excrement must be removed and placed in trash receptacle by owner. Except for ADA compliant animals, animals are not permitted inside buildings.
3. OTHER FEES - Park admission fees are not included in facility reservation.
4. ORDINANCES - County Parks Ordinances are posted on park/center bulletin boards. Parks and Recreation and/or the County Board of Supervisors reserve the right to refuse a request or to cancel any activity if it is not in the best interest of the County or conflicts with Parks and Recreation philosophy.



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5. **RULES & REGULATIONS** - Rules and regulations shall be adhered to by all persons representing rental group.
6. **CANCELLATIONS** - In order to receive a full refund (less the \$5 administrative-processing charge), cancellation of scheduled use must be made in writing 14 days in advance of the date and time reserved or of Departmental cancellation of the event due to safety reasons. The total fee shall be forfeited if written notification is received less than the 14 days' time frame, or if an organization does not cancel and/or does not show up for the reservation. Any change in dates and/or times shall be subject to the same conditions. Cancellations due to rain/snow must be made with notice between 72 and 24 hours prior to the date of the event, when the National Oceanic and Atmospheric Administration (NOAA) weather web site predicts 60% or greater chance of precipitation for the event date at the event location's zip code.
7. **USER RESPONSIBILITY** - Users agree to assume responsibility for any liability for injury or damage to their person or the property of the user or others, for injury or damage attributed to Fauquier County facilities, personnel and/or property. Fauquier County is not responsible for accident, injury or damage to or loss of property. Rental period will be observed to avoid additional charges of 50% of the base rental fee for each additional 15 minutes facility is used.
8. **CLEANING** - All users are expected to leave the facility clean and orderly. User is responsible for additional fees if Department incurs unexpected costs.
9. **SAFETY** - Users agree that safety and protection of all persons is paramount and assume the responsibility to ensure that use, installation, maintenance, and inspection of all equipment used and/or left on-site at facilities conforms to government and non-government (voluntary) safety standards and/or guidance as posted by the U.S. Consumer Product Safety Commission and the equipment manufacturer's instructions.
10. **AMERICANS with DISABILITIES ACT** - Parks and Recreation is committed to making its facilities accessible, usable, and user-friendly to persons with disabilities, and to further the concept of equal treatment for people with disabilities to the maximum extent possible consistent with the Americans with Disabilities Act. Therefore, applicants of Parks & Recreation facilities agree to make all reasonable accommodations for individuals with disabilities.
11. **APPEALS** - County Code Section 3(d) provides an appeal procedure for denial of applications.
12. **REVOCATION** - County Code Section 16-3(e) authorizes the Department to revoke permits for violations of any terms or conditions.

Everything that I have stated on this application is correct to the best of my knowledge. I understand that the Department will retain this application whether or not it is approved. I agree that while we use Parks and Recreation facilities we will not discriminate on the basis of race, creed, color, religion, disability, gender and age. I have read, understand, and agree to abide by the policies, rules and regulations as they pertain to the requested usage.

Signature of Applicant _____ Date _____

DEPARTMENT USE ONLY		
Fee Accepted: _____	By _____	Date _____
Regional Superintendent: _____		
Review/Comments: _____ _____		
Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>		
By Director _____		Date _____